

REPORT FOR WEEK ENDING 21 November 1956  
from  
FORMS MANAGEMENT BRANCH

25X1A9a

General Information

1. Survey Completed on Forms within the New Numbering System  
The final status of the 202 forms encompassed by this Survey indicates the following information:

Forms Obsolete	67 (approximately 33%)
Forms Active	131
Forms Inactive	4
Total	202

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2. Status of Survey of Forms within the Old Numbering System  
This project which covers 320 forms is not quite complete. The current status is as follows:

Forms Obsolete	147 (approximately 46%)
Forms Active	105
Forms (Redesignated or to be redesignated)	65
Forms Unresolved	3
Total	320

Completed Action

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DD/S Area

1. Window Envelope Form Saves Paper - This form which is titled "Notice of Delay in Forwarding Completed E. S. Form No. 931", and bears the Form No. 1115, was developed for Pay Roll Branch, Fiscal Division O/C. The purpose of this form is to provide a quick, easy and effective method of replying to the various State Unemployment Compensation Boards on enquiries regarding the Employment, Wage and Separation status of former employees. This form was reduced from an 8"x10 1/2" letter size sheet to a 3 5/8" X 8 5/8" window envelope size slip. The resultant paper savings amounted to approximately 58%.

Type	COMPLETED ACTIONS SUMMARY					NO. OF COPIES
	DD/I	DD/P	DD/S	STOCK	TOTAL	
New	3		2		5	11,200
Revision	2	1		2	5	421,000
Reprint	3	1	5	8	17	436,500
Total	8	2	7	10	27	868,700
Re-designated - Obsolete	3					

Type	PENDING ACTIONS SUMMARY				
	DD/I	DD/P	DD/S	STOCK	TOTAL
New	2	2	7		11
Revision	1	1	5		7
Reprint		1		2	3
Total	3	4	12	2	21

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Employee Suggestions 2

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